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ER-5-2130

MEMORANDUM FOR: Chief, Regulations Control Staff

SUBJECT : Travel Responsibility

REFERENCE : Memorandum from Deputy Assistant Director for Personnel,
dated 11 February 1954, subject "Transfer of Authority
for Arranging the Transportation of Personnel to the
Office of Personnel."

25X1 1. In referenced memorandum the Deputy Assistant Director for Personnel requests revisions in Regulations [] to reflect appropriate assignment of responsibility and function for the travel of Agency personnel.

2. Will you, therefore, in collaboration with the Management Improvement Staff, draft revisions of these regulations and submit them to me for my review.

3. In making revisions to these regulations it is essential that we clarify the organizational placement of primary responsibility for the overall administration and supervision of Agency travel. This responsibility is that of the Deputy Director (Administration) and through him, is the responsibility of the Chief of Logistics.

4. It is my understanding that the Central Processing Branch of the Personnel Office is a composite functional component performing Personnel functions, Comptroller functions, Medical functions, Logistics functions, etc. In the performance of these functions the Central Processing Branch is responsible to the appropriate component for performing its service and supervisory functions in accordance with the rules, regulations, and instructions developed by the component having primary responsibility. Thus, the Central Processing Branch is responsible to the Logistics Office for the proper performance of its travel function.

5. Please refer any questions or other views you may have on this matter directly to me for consideration.

not /si
L. K. WHITE
Acting Deputy Director
(Administration)

Attachment:
Referenced Memo.

EDE:djm

1-DD/A Chrono

1-DD/A Subject w/cy ref. memo/

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